



**Town of Culpeper
400 S. Main Street
Culpeper, VA 22701**

FOR IMMEDIATE RELEASE

Contact: Dewey Cashwell, Jr., Town Manager
Phone: (540) 829-8250

December 18, 2014

Request for Outside Agency Funding – Fiscal Year 2016

The Town of Culpeper is preparing their Fiscal Year 2016 Annual Operating Budget. During the November 5, 2014 Special Council Meeting, Council agreed that the draft FY16 budget should not include funding for any outside agency. Once Council's review of the proposed budget is complete, a decision will be made on which organizations, if any, will receive Town funds in the upcoming year.

Outside Agencies who would like to be considered for funding are required to submit a completed application by **March 2, 2015**.

The completed application shall include the following information:

- Agency Name, mailing address, contact information, email address, and website
- Federal Tax Identification Number
- Financial statements and/or audits for the past two (2) years
- Type of organization & services provided to the Culpeper community
- Number of citizens served based on Town/County residence
- Detailed list of other funding sources
- Detailed list of investments and savings accounts held by the organization or to which the organization has access
- Provide detailed program impacts, *i.e. number of people not served, etc.*, if funding is not received from the Town
- Amount received from the County of Culpeper for FY15
- Amount of funding request to the County of Culpeper for FY16

Please provide this information to Kimberly Allen, Town Clerk, at our address above or by email at kallen@culpeperva.gov no later than **March 2, 2015**.

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